



*The **City of San José** is seeking a proven leader to serve as **Assistant Director** for its **Human Resources Department**.*

**THE COMMUNITY**



San José California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovative companies. San José is also home to an energetic, talented and diverse population, and is located within the beautiful San Francisco Bay Area with an abundance of good weather.

San José's quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading planning, engineering and business school supporting the Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

## **CITY GOVERNMENT**

The City of San José is a charter city, which operates under the Council-Manager form of government. The City Council is comprised of ten Councilmembers elected by district, and a Mayor who is elected at large. The Mayor and City Councilmembers are all elected to four-year, overlapping terms and are limited to two four-year terms. The City Council appoints five Charter Officers: the City Manager, City Attorney, City Auditor, City Clerk, and the Independent Police Auditor. All other appointments are made by the City Manager, although the Mayor and Council have confirmation authority for all department directors.

San José enjoys a high degree of civic involvement from its residents and businesses, aided by a strong commitment to open government in all City operations. In community surveys, residents regularly report a high level of satisfaction with San José as a place to live and with the services they received from the City of San José. Extensive information regarding San José can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).



## **THE DEPARTMENT**

The Human Resources Department delivers innovative and timely human resources services and leadership to enable the City, its departments, and employees to provide world class municipal services to our diverse residents and visitors. The Department focuses on 4 key service areas: Administration/Strategic Support; Benefits; Employment; and Workers' Compensation, Health and Safety, providing a full range of human resource services with the exception of labor/employee relations, which is handled by the Office of Employee Relations in the City Manager's Office. The Department's 2016-2017 Proposed Budget is \$10.09 million with a staff of 54.



## **THE POSITION**

With the complex issues facing the Human Resources Department, from employment services to workers' compensation to benefits management, this position will provide support in the planning, organization, and overall direction in the operations of the department. The Assistant Director will assist the Director with long and short-range departmental planning, provide guidance to Division Managers, and allow the Director more capacity for strategic initiatives.

The Assistant Director will directly supervise the Workers' Compensation, Health and Safety division on a day-to-day basis. In addition, the remaining Human Resources divisions: Benefits, Employment/Compensation, and Administration will have a dotted-line reporting relationship to this position. Highly preferred applicants will have subject matter expertise in self-insured workers' compensation programs to include: relevant California state laws and their applicability to the City of San José, claims administration, medical provider networks, utilization review, third-party administrators, and bill review processes. A thorough knowledge of the CSJ civilian and sworn employee medical benefit structures is highly desirable. A general understanding of employee safety and health philosophy and the ability to develop goals/metrics that aid in reducing employee injuries is also highly desirable.

## **IDEAL CANDIDATE**

With the complex issues facing the Human Resources Department, from employment services to workers' compensation to benefits management, this position will provide support in the planning, organization, and overall direction in the operations of the department. The Assistant Director will assist the Director with long and short-range departmental planning, provide guidance to Division Managers, and allow the Director more capacity for strategic initiatives.

The new Assistant Director for Human Resources will be a strategic, proactive and creative workers' compensation expert who has exceptional operational strengths and offers organizational leadership to the department. Strong management and administration skills and the proven ability to develop and implement resourceful and effective HR related programs will be essential to this role.

The Assistant Director will also participate in negotiations and direct the preparation of agreements and specifications for various types of contracts; act for the director in complex matters; provide support in the preparation, justification, and administration of the departmental and operational



budgets; and direct or conduct special studies and reports, providing recommendations and substantive information for policy and decision making.

Organizational “fit” and adaptability to the work environment will be critical aspects for success in this role. The successful candidate must utilize high levels of collaboration, patience and persistence in providing service to and working with the various customers of the department. The ability to learn and adapt to the city’s culture will be fundamental to developing and implementing successful HR initiatives and programs. Strong communication and interpersonal skills are needed to effectively write and verbally present in a concise and articulate manner. The new Assistant Director will be expected to reflect positive core values and operate with high levels of integrity, professionalism, respect, collaboration, and ethical behavior.

In addition, the ideal candidate will have a background that reflects high levels of creative and successful workers’ compensation program delivery. It’s expected that the successful candidate will be a self-driven, performance oriented and experienced professional with a minimum of three years of workers’ compensation experience and five or more years managing complex HR related issues. A bachelor’s degree in a relevant major is required, and a master’s degree is highly preferred. Previous experience working with a represented work force would be highly advantageous in this role but public sector or local government experience is not a requirement for this position. Experience at a level equivalent to Deputy Director is desirable.

## **COMPENSATION AND BENEFITS**

The current salary range for Assistant Director is from \$113,200 to \$176,456 with a 3% general increase effective June 19, 2016. The actual salary will depend on the qualifications and experience of the individual selected. The City provides an excellent array of benefits, including:

- Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- Health Insurance – The City contributes 85% towards the premium of the lowest cost plan. There are several plan options.
- Dental Insurance – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.
- Holidays – The City observes 14 paid holidays annually.
- Deferred Compensation – The City offers an optional 457 Plan.
- Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- Insurance – The City provides a term life policy equal to two times annual salary. Long- term disability and AD&D plans are optional.

For more information on employee benefits, visit the City’s benefits Website:

<http://www.sanjoseca.gov/index.aspx?NID=707>.

## **APPLICATION AND SELECTION PROCESS**

To be considered for this exciting career opportunity, please forward a letter of interest and your resume with salary history and five work-related references (who will not be called until mutual interest is established) to:

Sarah Nunes, Employment Division Manager  
Human Resources Department  
200 E. Santa Clara, 4<sup>th</sup> Floor Tower  
San Jose, CA 95113  
Tel: 408-975-1458  
Email: sarah.nunes@sanjoseca.gov

The final filing date for this position is Monday, July 11, 2016 at 12pm PST. Interviews are tentatively scheduled for the week of July 18, 2016.